

## Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

|  |                            |   |                |
|--|----------------------------|---|----------------|
| Local Unit of Government Type<br><input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other |                            | Local Unit Name<br>Stambaugh Housing Commission   | County<br>Iron |
| Fiscal Year End<br>6/30/2006   | Opinion Date<br>12/28/2006 | Date Audit Report Submitted to State<br>2/24/2007 |                |

We affirm that:

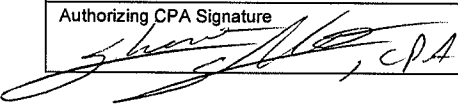
We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

- |     | YES                                 | NO                       |   |
|-----|-------------------------------------|--------------------------|---|
|     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>Check each applicable box below.</b> (See instructions for further detail.)  |
| 1.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.   |
| 2.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.   |
| 3.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.  |
| 4.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit has adopted a budget for all required funds.   |
| 5.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | A public hearing on the budget was held in accordance with State statute.   |
| 6.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.   |
| 7.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.  |
| 8.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit only holds deposits/investments that comply with statutory requirements.   |
| 9.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the <i>Bulletin for Audits of Local Units of Government in Michigan</i> , as revised (see Appendix H of Bulletin).  |
| 10. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover. |
| 11. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit is free of repeated comments from previous years.  |
| 12. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The audit opinion is UNQUALIFIED.   |
| 13. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).  |
| 14. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The board or council approves all invoices prior to payment as required by charter or statute.  |
| 15. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | To our knowledge, bank reconciliations that were reviewed were performed timely.  |

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

|   |                                     |  |                          |
|---|-------------------------------------|--|--------------------------|
| <b>We have enclosed the following:</b>  | Enclosed                            | Not Required (enter a brief justification) |                          |
| Financial Statements  | <input checked="" type="checkbox"/> |  |                          |
| The letter of Comments and Recommendations  | <input checked="" type="checkbox"/> |  |                          |
| Other (Describe)  | <input checked="" type="checkbox"/> | n/a  |                          |
| Certified Public Accountant (Firm Name)<br>Anderson, Tackman & Company, PLC                                     |                                     | Telephone Number<br>906-774-4300           |                          |
| Street Address<br>Po Box 828  |                                     | City<br>Iron Mountain                      | State<br>MI              |
|   |                                     | Zip<br>49801                               |                          |
| Authorizing CPA Signature<br> |                                     | Printed Name<br>Shane M. Ellison, CPA      | License Number<br>263063 |

**STAMBAUGH HOUSING COMMISSION**

**REPORT ON FINANCIAL STATEMENTS**

(with supplemental information)

For the Year Ended June 30, 2006

## STAMBAUGH HOUSING COMMISSION

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**ANDERSON, TACKMAN & COMPANY, P.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

*A Regional Firm with Offices in Michigan and Wisconsin*

Principals - Iron Mountain:  
L. Robert Schaut, CPA  
David J. Johnson, CPA  
Shane M. Ellison, CPA

Member of:  
Private Companies Practice Section  
American Institute of Certified  
Public Accountants

**INDEPENDENT AUDITORS' REPORT**

Board of Commissioners  
Stambaugh Housing Commission  
Stambaugh, Michigan

We have audited the accompanying basic financial statements of the business-type activities of the Stambaugh Housing Commission, component unit of the City of Iron River, Michigan, as of and for the year ended June 30, 2006 as listed in the Table of Contents. These basic financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Stambaugh Housing Commission as of June 30, 2006, and the respective changes in financial position and cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2006 on our consideration of the Stambaugh Housing Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis on pages 5 through 8 is not a required part of the financial statements but is required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Stambaugh Housing Commission's basic financial statements. The Financial Data Schedule is presented for the purpose of additional analysis as required by the U.S. Department of Urban Housing and Development and is not a required part of the basic financial statements. The Financial Data Schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, if fairly stated in all material respects in relation to the basic financial statements taken as a whole.



ANDERSON, TACKMAN & COMPANY, PLC  
Certified Public Accountants  
Iron Mountain, Michigan

December 28, 2006

## MANAGEMENT DISCUSSION AND ANALYSIS (UNAUDITED)

Our discussion and analysis of the Stambaugh Housing Commission's financial performance provides an overview of the financial activities for the year ended June 30, 2006. Please read it in conjunction with the Commission's financial statements, which begin on page 9.

### FINANCIAL HIGHLIGHTS

- Net assets for the entire Commission were \$612,483 at June 30, 2006 compared to \$689,687 at June 30, 2005.
- The Commission's operating revenues totaled \$149,731 for the year-ended June 30, 2006 and \$158,189 for the year-ended June 30, 2005, while operating expenses totaled \$247,081 for the year-ended June 30, 2006 and \$231,761 for the year-ended June 30, 2005.

### USING THIS REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses and Change in Net Assets, and the Statement of Cash Flows (on pages 9 to 12) provide information about the activities of the Commission as a whole and present a longer-term view of the Commission's finances.

### REPORTING THE COMMISSION AS A WHOLE

Our analysis of the Commission as a whole begins on page 9. One of the most important questions asked about the Commission's finances is "Is the Commission, as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Assets, Statement of Activities, and the Statement of Revenues, Expenses, and Change in Net Assets report information about the Commission as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Commission's *net assets* and changes in them. You can think of the Commission's net assets – the difference between assets and liabilities – as one way to measure the Commission's financial health, or *financial position*. Over time, *increases or decreases* in the Commission's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the population of low income and elderly individuals.

In the Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses, and Change in Net Assets, and the Statement of Cash Flows, the Commission's activities are reported as business-type activities:

- Business-type activities – The Commission charges rent to tenants to help cover all or most of the costs of services it provides.

## REPORTING THE COMMISSION'S MOST SIGNIFICANT FUNDS

Our analysis of the Commission's major activities begins on page 9. The financial statements provide detailed information on all of the Commission's activities. The Commission uses proprietary funds to account for its activities. The method of accounting for proprietary funds is explained below.

- *Proprietary funds* – The Commission charges tenants rent for the housing services it provides and these services are reported in a proprietary fund. Proprietary funds are reported in the same way for its activities and are reported in the Statement of Net Assets and the Statement of Revenues, Expenses, and Change in Net Assets.

## THE COMMISSION AS A WHOLE

The Commission's combined net assets at June 30, 2006 decreased \$(77,204) from June 30, 2005.

**Table 1**

### NET ASSETS

|  | June 30,   |            |
|--|------------|------------|
|  | 2006       | 2005       |
| <b>Assets</b>                                      |            |            |
| Current assets                                     | \$ 271,942 | \$ 245,606 |
| Capital assets (net)                               | 357,943    | 462,494    |
| Total assets                                       | 629,885    | 708,100    |
| <b>Liabilities</b>                                 |            |            |
| Current liabilities                                | 17,402     | 18,413     |
| Total liabilities                                  | 17,402     | 18,413     |
| <b>Net Assets</b>                                  |            |            |
| Invested in capital assets,<br>net of related debt | 357,943    | 462,494    |
| Unrestricted                                       | 254,540    | 227,193    |
| Net Assets   | \$ 612,483 | \$ 689,687 |

Net assets of the Commission stood at \$612,483 at June 30, 2006 compared to \$689,687 at June 30, 2005. Unrestricted net business assets were \$254,540 compared to \$227,193 at June 30, 2005. In general, the Commission's unrestricted net assets are used to fund operations of the Commission. The increase in current assets was primarily due to additional investments being purchased due to an increase in cash flows for the current year. The decrease in capital assets was due to depreciation exceeding capital asset additions in the amount of \$104,551.

**Table 2****CHANGE IN NET ASSETS**

|                                  | Year Ended June 30, |                   |
|----------------------------------|---------------------|-------------------|
|                                  | 2006                | 2005              |
| <b>Revenues:</b>                 |                     |                   |
| Program revenues:                |                     |                   |
| Charges for services             | \$ 106,640          | \$ 99,017         |
| Program grants and subsidies     | 56,888              | 113,520           |
| General revenues:                |                     |                   |
| Other revenues                   | 17                  | 586               |
| Unrestricted investment earnings | <u>6,332</u>        | <u>4,683</u>      |
| Total revenues                   | 169,877             | 217,806           |
| <b>Program Expenses:</b>         |                     |                   |
| Operating expenses               | <u>247,081</u>      | <u>231,761</u>    |
| Change in net assets             | (77,204)            | (13,955)          |
| Net assets - beginning of period | <u>689,687</u>      | <u>703,642</u>    |
| Net assets - end of period       | <u>\$ 612,483</u>   | <u>\$ 689,687</u> |

**BUSINESS – TYPE ACTIVITIES**

Revenues for the Commission totaled \$169,877 for the year-ended compared to \$217,806 at June 30, 2005. The Commission's average unit months leased on a monthly basis had increased during the current year. In addition, HUD operating funds and capital funding grants had also decreased during the current year. The Commission depends on HUD operating and capital grants to assist in covering its operating expenses. The increase in operating expenses is largely due to a \$5,935 increase in utility expenses and a \$5,948 increase in depreciation expense.



## **CAPTIAL ASSETS**

### **Capital Assets**

The Commission had \$1,972,505 invested in a variety of capital assets including land, equipment and buildings at June 30, 2006 compared to \$1,961,657 at June 30, 2005.

**Table 3**

### **CAPITAL ASSETS Business - Type Activity**

|                               | June 30,           |                    |
|-------------------------------|--------------------|--------------------|
|                               | 2006               | 2005               |
| Land and improvements         | \$ 143,453         | \$ 143,453         |
| Building and improvements     | 1,736,028          | 1,728,329          |
| Equipment                     | <u>93,024</u>      | <u>89,875</u>      |
| Total                         | 1,972,505          | 1,961,657          |
| Less accumulated depreciation | <u>(1,614,562)</u> | <u>(1,499,163)</u> |
| NET CAPITAL ASSETS            | <u>\$ 357,943</u>  | <u>\$ 462,494</u>  |

The Commission invested \$10,849 in capital assets during the year ended June 30, 2006.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Commission's appointed officials considered many factors when setting the budget for the fiscal year 2006/2007. The current availability of low income and elderly tenants has been a major contributing factor in establishing the budgeted amounts. In the upcoming year, we do not anticipate any significant change in the occupancy rate and availability of new tenants that will provide any substantial increase in revenues. There continues to be a variety of inflationary cost and expense issues out of the control of the Commission. All of these were taken into consideration during the 2006/2007 budget process.

### **CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT**

This financial report is designed to provide the readers with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Commission's Executive Director, Jane Gustafson, at 208 Jefferson Avenue, Iron River, Michigan 49935, or call 906-265-5540.

**STAMBAUGH HOUSING COMMISSION**

**STATEMENT OF NET ASSETS  
Proprietary Fund**

June 30, 2006

**CURRENT ASSETS:**

|                      |              |
|----------------------|--------------|
| Cash and equivalents | \$ 61,708    |
| Investments          | 204,969      |
| Accounts receivable  | 422          |
| Prepaid expenses     | <u>4,843</u> |

|                             |                       |
|-----------------------------|-----------------------|
| <b>TOTAL CURRENT ASSETS</b> | <u><b>271,942</b></u> |
|-----------------------------|-----------------------|

**NONCURRENT ASSETS:**

|                               |                    |
|-------------------------------|--------------------|
| Capital assets                | 1,972,505          |
| Less accumulated depreciation | <u>(1,614,562)</u> |

|                           |                       |
|---------------------------|-----------------------|
| <b>NET CAPITAL ASSETS</b> | <u><b>357,943</b></u> |
|---------------------------|-----------------------|

|                     |                       |
|---------------------|-----------------------|
| <b>TOTAL ASSETS</b> | <u><b>629,885</b></u> |
|---------------------|-----------------------|

**CURRENT LIABILITIES:**

|                     |               |
|---------------------|---------------|
| Accounts payable    | 3,353         |
| Accrued liabilities | <u>14,049</u> |

|                          |                      |
|--------------------------|----------------------|
| <b>TOTAL LIABILITIES</b> | <u><b>17,402</b></u> |
|--------------------------|----------------------|

**NET ASSETS:**

|   |                |
|---|----------------|
| Investment in capital assets, net of related debt | 357,943        |
| Unrestricted net assets                           | <u>254,540</u> |

|                   |                                 |
|-------------------|---------------------------------|
| <b>NET ASSETS</b> | <u><u><b>\$ 612,483</b></u></u> |
|-------------------|---------------------------------|

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The accompanying notes to financial statements are an integral part of this statement.



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**STAMBAUGH HOUSING COMMISSION**

**STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2006

| <u>FUNCTIONS/PROGRAMS</u>        | <u>Program Revenue</u> |   |   | <u>Net (Expense) Revenue<br/>and Changes in Net Assets</u> |
|----------------------------------|------------------------|---|---|--|
|                                  | <u>Expenses</u>        | <u>Fees, Fines and<br/>Charges for<br/>Services</u> | <u>Operating<br/>Grants and<br/>Contributions</u> | <u>Capital<br/>Grants and<br/>Contributions</u>            |
| <b>BUSINESS-TYPE ACTIVITIES:</b> |                        |   |   |  |
| Public Housing                   | \$ 247,081             | \$ 106,640  | \$ 43,074   | \$ 13,814  |
|                                  |                        |   |   | \$ (83,553)  |
| General revenues:                |                        |   |   |  |
| Unrestricted investment earnings |                        |   |   | 6,332  |
| Other                            |                        |   |   | 17   |
| Total general revenues           |                        |   |   | 6,349  |
| Change in net assets             |                        |   |   | (77,204)   |
| NET ASSETS, beginning of year    |                        |   |   | 689,687  |
| NET ASSETS, end of year          |                        |   |   | \$ 612,483   |

The accompanying notes to the financial statements are an integral part of this statement.

**STAMBAUGH HOUSING COMMISSION**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGE  
IN NET ASSETS  
Proprietary Fund**

For the Year Ended June 30, 2006

**OPERATING REVENUES:**

|                          |            |
|--------------------------|------------|
| Tenant revenue           | \$ 106,640 |
| Program grants-subsidies | 43,074     |
| Other income             | <u>17</u>  |

|                                 |                       |
|---------------------------------|-----------------------|
| <b>TOTAL OPERATING REVENUES</b> | <b><u>149,731</u></b> |
|---------------------------------|-----------------------|

**OPERATING EXPENSES:**

|                           |                |
|---------------------------|----------------|
| Administration            | 29,929         |
| Tenant services           | 2,439          |
| Utilities                 | 46,875         |
| Maintenance               | 31,589         |
| General                   | 12,934         |
| Extraordinary maintenance | 7,917          |
| Depreciation              | <u>115,398</u> |

|                                 |                       |
|---------------------------------|-----------------------|
| <b>TOTAL OPERATING EXPENSES</b> | <b><u>247,081</u></b> |
|---------------------------------|-----------------------|

|                         |                        |
|-------------------------|------------------------|
| <b>OPERATING (LOSS)</b> | <b><u>(97,350)</u></b> |
|-------------------------|------------------------|

**NONOPERATING INCOME AND (EXPENSES):**

|                 |              |
|-----------------|--------------|
| Capital grants  | 13,814       |
| Interest income | <u>6,332</u> |

|   |                      |
|---|----------------------|
| <b>TOTAL NONOPERATING INCOME AND (EXPENSES)</b> | <b><u>20,146</u></b> |
|---|----------------------|

|                             |                 |
|-----------------------------|-----------------|
| <b>CHANGE IN NET ASSETS</b> | <b>(77,204)</b> |
|-----------------------------|-----------------|

|                                      |                       |
|--------------------------------------|-----------------------|
| <b>NET ASSETS, BEGINNING OF YEAR</b> | <b><u>689,687</u></b> |
|--------------------------------------|-----------------------|

|                                |                          |
|--------------------------------|--------------------------|
| <b>NET ASSETS, END OF YEAR</b> | <b><u>\$ 612,483</u></b> |
|--------------------------------|--------------------------|

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CERTIFIED PUBLIC ACCOUNTANTS



The accompanying notes to financial statements are an integral part of this statement.

**STAMBAUGH HOUSING COMMISSION**

**STATEMENT OF CASH FLOWS**  
**Proprietary Fund**

For the Year Ended June 30, 2006

**CASH FLOWS FROM OPERATING ACTIVITIES:**

|   |            |
|---|------------|
| Cash received from customers                      | \$ 106,552 |
| Cash received from grants and subsidies           | 42,740     |
| Cash payments to suppliers for goods and services | (93,537)   |
| Cash payments for wages and related benefits      | (33,157)   |
| Cash payments for payment in lieu of taxes        | (5,976)    |
| Other receipts                                    | 17         |

|   |               |
|---|---------------|
| NET CASH PROVIDED FROM OPERATING ACTIVITIES | <u>16,639</u> |
|---|---------------|

**CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:**

|                               |                 |
|-------------------------------|-----------------|
| Capital grants                | 13,814          |
| Acquisition of capital assets | <u>(10,849)</u> |

|   |              |
|---|--------------|
| NET CASH PROVIDED FROM CAPITAL AND RELATED FINANCING ACTIVITIES | <u>2,965</u> |
|---|--------------|

**CASH FLOWS FROM INVESTING ACTIVITIES:**

|                         |              |
|-------------------------|--------------|
| Purchase of investments | (42,699)     |
| Investment income       | <u>6,332</u> |

|   |                 |
|---|-----------------|
| NET CASH (USED) BY INVESTING ACTIVITIES | <u>(36,367)</u> |
|---|-----------------|

|  |          |
|--|----------|
| NET (DECREASE) IN CASH AND EQUIVALENTS | (16,763) |
|--|----------|

|   |               |
|---|---------------|
| CASH AND EQUIVALENTS, BEGINNING OF YEAR | <u>78,471</u> |
|---|---------------|

|                                   |                  |
|-----------------------------------|------------------|
| CASH AND EQUIVALENTS, END OF YEAR | <u>\$ 61,708</u> |
|-----------------------------------|------------------|

**RECONCILIATION OF OPERATING INCOME TO NET**

**CASH PROVIDED BY OPERATING ACTIVITIES:**

|   |              |
|---|--------------|
| Operating income (loss)   | \$ (97,350)  |
| Adjustments to reconcile operating income to net cash provided by operating activities: |              |
| Depreciation  | 115,398      |
| Changes in assets and liabilities:  |              |
| Decrease (Increase) in accounts receivable  | (422)        |
| Decrease (Increase) in prepaid expenses   | 22           |
| Increase (Decrease) in accounts payable   | (734)        |
| Increase (Decrease) in accrued liabilities  | <u>(275)</u> |

|   |                  |
|---|------------------|
| NET CASH PROVIDED FROM OPERATING ACTIVITIES | <u>\$ 16,639</u> |
|---|------------------|

The accompanying notes to financial statements are an integral part of this statement.



## **STAMBAUGH HOUSING COMMISSION**

### **NOTES TO FINANCIAL STATEMENTS**

June 30, 2006

#### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **THE REPORTING ENTITY**

The Stambaugh Housing Commission (Commission) was formed by the Stambaugh Village Commission under Public Act 18 of 1933 of the State of Michigan. The Commission operates under a Board of Commissioners appointed by the City of Iron River.

The Commission manages 38 units of low rent public housing units of which, for financial reporting purposes, includes all of the activities relevant to its operations.

##### **Component Unit**

In evaluating how to define the Commission for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP, currently GASB Statement #14, *The Financial Reporting Entity*.

The criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be include in the reporting entity's financial statements include budget adoption, taxing authority, funding, appointment of the respective governing board, and scope of public service.

Based on the foregoing criteria, it was determined that there are no component units of the Stambaugh Housing Commission, but the Commission is a component unit of the City of Iron River, Michigan.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The following is a summary of such significant policies.

##### **BASIS OF PRESENTATION**

The Commission presents its financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 34.

##### **Government-Wide Financial Statements:**

The Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses and Change in Net Assets, and the Statement of Cash Flows display information about the Commission as a whole. They include all business-type activities of the Commission. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.



# **STAMBAUGH HOUSING COMMISSION**

## **NOTES TO FINANCIAL STATEMENTS**

June 30, 2006

(Continued)

### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

#### **BASIS OF PRESENTATION (Continued)**

##### **Proprietary Fund**

Proprietary Funds are used to account for operations, (a) which are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

#### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

##### **Measurement Focus:**

The government-wide Statement of Net Assets, Statement of Activities, and the Statement of Revenues, Expenses and Change in Net Assets are presented using the economic resource measurement focus as defined below.

- a. The Commission utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, financial position and cash flows. All assets and liabilities, whether current or noncurrent, associated with their activities are reported.

##### **Basis of Accounting:**

The Statement of Net Assets, Statement of Activities, Statement of Revenues, Expenses and Change in Net Assets, and Statement of Cash Flows are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

As allowed by GASB Statement No. 20, the Commission's business-type activity follows all GASB pronouncements and FASB Statements and Interpretations that were issued on or after November 30, 1989, except those that conflict with a GASB pronouncement.



## STAMBAUGH HOUSING COMMISSION

### **NOTES TO FINANCIAL STATEMENTS**

June 30, 2006

(Continued)

#### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **ASSETS, LIABILITIES AND NET ASSETS**

- a. Cash and Equivalents – The Commission's cash and cash equivalents, as reported in the Statement of Cash Flows and the Statement of Net Assets, are considered to be cash on hand, demand deposits, and short-term investments with maturities of three months or less.
- b. Receivables – All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.
- c. Due to and Due From Other Programs – Interprogram receivables and payables arise from interprogram transactions and are recorded by all funds affected in the period in which transactions are executed.
- d. Capital Assets – Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost. Donated capital assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

|                               |             |
|-------------------------------|-------------|
| Buildings and improvements    | 10-40 years |
| Furniture and other equipment | 5-10 years  |

The Commission has adopted a capitalization policy for capital assets of \$500 per item.

- e. Compensated Absences - It is the Commission's policy to permit employees to accumulate a limited amount of earned but unused sick leave and vacation days, which will be paid to employees upon separation from the Commission. The cost of vested sick leave and vacation days are recognized as an expense as earned by the employees.
- f. Equity Classification

Government-Wide Statements:

Equity is classified as net assets and displayed in two components:

- 1. Invested in capital assets – Consists of capital assets, net of accumulated depreciation.





## **STAMBAUGH HOUSING COMMISSION**

### **NOTES TO FINANCIAL STATEMENTS**

June 30, 2006

(Continued)

#### **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **ASSETS, LIABILITIES AND NET ASSETS (Continued)**

2. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

##### **REVENUES AND EXPENSES**

Operating revenues and expenses are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities. Expenses are classified by operating and nonoperating and are subclassified by function, such as salaries, supplies, and contracted services.

##### **OTHER SIGNIFICANT ACCOUNTING POLICIES**

###### **Interprogram Activity:**

As a general rule, the effect of activity between programs has been eliminated from the government-wide statements.

The transfers of cash between the various Authority programs are reported separately from revenues and expenses as operating transfers in or (out), unless they represent temporary advances that are to be repaid, in which case, they are carried as assets and liabilities of the advancing or borrowing program.

Interprogram receivables and payables are eliminated from the Statement of Net Assets.

###### **Budgets and Budgetary Accounting:**

Budgets are adopted on a basis prescribed or permitted by the Department of Housing and Urban Development. All annual appropriations lapse at fiscal year end. The Commission follows these procedures in establishing the budgetary date reflected in the financial statements:

1. The Director submits to the Board a proposed operating budget for the fiscal year commencing on July 1<sup>st</sup>. The operating budget includes proposed expenses and the means of financing them. Prior to June 30th, the budget is legally adopted by Board resolution.
2. Formal budgetary integration is employed as a management control device during the year.
3. The budget has been amended. Supplemental appropriations were made during the year with the last one approved prior to June 30th.

# STAMBAUGH HOUSING COMMISSION

## NOTES TO FINANCIAL STATEMENTS

June 30, 2006

(Continued)

### **NOTE B - CASH AND INVESTMENTS**

#### Cash and Equivalents

The Commission's cash and equivalents, as reported in the Statement of Net Assets, consisted of the following:

|                   |                         |
|-------------------|-------------------------|
| Petty cash        | \$ 50                   |
| Checking accounts | 57,983                  |
| Savings accounts  | <u>3,675</u>            |
| <b>TOTAL</b>      | <b><u>\$ 61,708</u></b> |

*Custodial credit risk.* Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned. As of June 30, 2006, the Commission's cash and equivalents were not exposed to credit risk due to them being fully insured.

#### Investments

The Commission's investments, as reported in the Statement of Net Assets, consisted of the following:

| <u>Investment Type</u>  | <u>Fair Value</u> | <u>(Investment Maturities in Years)</u> |
|-------------------------|-------------------|---|
|                         |                   | <u>Less Than 1 Year</u>                 |
| Certificates of Deposit | <u>\$204,969</u>  | <u>\$204,969</u>                        |

Investments are recorded at fair market value, which is based on quoted market prices.

Michigan statutes authorize the Commission to invest in bonds, other direct obligations and repurchase agreements of the United States, certificates of deposit, savings accounts, deposit accounts or receipts of a bank which is a member of the FDIC, commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and matures within 270 days of date of purchase, bankers' acceptances of United States banks, obligations of the State of Michigan and its political subdivisions, external investment pools, and certain mutual funds.

*Custodial credit risk.* Custodial credit risk is the risk that in the event of a bank failure, the Commission's investments may not be returned. As of June 30, 2006, the Commission's investments were not exposed to credit risk due to them being fully insured.

*Interest rate risk.* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of the Commission's investments. State law limits the allowable investments as described above. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.



## STAMBAUGH HOUSING COMMISSION

### NOTES TO FINANCIAL STATEMENTS

June 30, 2006

(Continued)

#### NOTE B - CASH AND INVESTMENTS (Continued)

*Credit Risk.* Credit risk is the risk that an issuer or other party to an investment will not fulfill its obligations. The Commission has no investment policy limiting its investments in excess of state law on investment credit. Ratings are not required for the Commission's investments outlined above. The Commission's investments are in accordance with statutory authority.

*Concentration of Credit Risk.* The Commission places no limit on the amount the Commission may invest in one issuer. However, the Commission is required to have all funds in excess of insured amounts to be collateralized. The Commission's investments and balances are with the following financial institutions:

|  |                  |
|--|------------------|
| CoVantage Credit Union, Crystal Falls, MI      | \$ 73,430        |
| Miners Bank, Iron River, MI                    | 73,314           |
| Superior Iron Range Credit Union, Negaunee, MI | 30,000           |
| Republic Bank, Iron River, MI                  | <u>28,225</u>    |
| Total  | <u>\$204,969</u> |

#### NOTE C - CAPITAL ASSETS

A summary of capital assets for the year-ended June 30, 2006 is as follows:

|                           | Balance<br>7-1-05  | Additions           | Deletions          | Balance<br>6-30-06 |
|---------------------------|--------------------|---------------------|--------------------|--------------------|
| Land and improvements     | \$ 143,453         | \$ -                | \$ -               | \$ 143,453         |
| Building and improvements | 1,728,329          | 57,399              | (49,700)           | 1,736,028          |
| Equipment                 | <u>89,875</u>      | <u>3,149</u>        | <u>-</u>           | <u>93,024</u>      |
|                           | 1,961,657          | <u>\$ 60,548</u>    | <u>\$ (49,700)</u> | 1,972,505          |
| Accumulated depreciation  | <u>(1,499,163)</u> | <u>\$ (115,399)</u> | <u>\$ -</u>        | <u>(1,614,562)</u> |
| Net capital assets        | <u>\$ 462,494</u>  |                     |                    | <u>\$ 357,943</u>  |

Depreciation expense for the year was \$115,398.

#### NOTE D - RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission maintains commercial insurance covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

## **STAMBAUGH HOUSING COMMISSION**

### **NOTES TO FINANCIAL STATEMENTS**

June 30, 2006

(Continued)

#### **NOTE E - USE OF ESTIMATES**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **NOTE F - VULNERABILITY DUE TO CERTAIN CONCENTRATIONS**

The Commission is dependent upon the Department of Housing and Urban Development (HUD) to fund its operations through operating subsidies and capital funding grants. Total revenues for the year ended June 30, 2006 totaled \$169,877 of which \$56,888 or 33.5% was from HUD subsidies and grants.

The operations of the project are subject to rules and regulations of HUD. These rules and regulations are subject to change. Such changes may occur with short notice and could create a lack of funding to pay for operational related costs, including the additional administrative burden to comply with the changes.





**ANDERSON, TACKMAN  
& COMPANY, P.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

## **SUPPLEMENTAL INFORMATION**

# STAMBAUGH HOUSING COMMISSION

## FINANCIAL DATA SCHEDULE

### Proprietary Fund

June 30, 2006

| Line Item #                     | Account Description  | Low Rent<br>Public<br>Housing | Public Housing<br>Capital Fund<br>Program | TOTAL       |
|---------------------------------|--|-------------------------------|---|-------------|
| <u>ASSETS</u>                   |  |                               |   |             |
| CURRENT ASSETS:                 |  |                               |   |             |
| Cash:                           |  |                               |   |             |
| 111                             | Cash - unrestricted  | \$ 58,033                     | \$ -                                      | \$ 58,033   |
| 114                             | Cash - Tenant Security Deposits                            | 3,675                         | -   | 3,675       |
| 100                             | Total cash   | 61,708                        | -   | 61,708      |
| Accounts and notes receivables: |  |                               |   |             |
| 122                             | Accounts receivable - HUD other projects                   | -                             | 334                                       | 334         |
| 126                             | Accounts receivable - tenants - dwelling rents             | 88                            | -   | 88          |
| 120                             | Total receivables, net of allowances for doubtful accounts | 88                            | 334                                       | 422         |
| Other current assets:           |  |                               |   |             |
| 131                             | Investments - Unrestricted                                 | 204,969                       | -   | 204,969     |
| 142                             | Prepaid expenses and Other Assets                          | 4,843                         | -   | 4,843       |
| 144                             | Interprogram due from                                      | 334                           | -   | 334         |
| 150                             | TOTAL CURRENT ASSETS                                       | 271,942                       | 334                                       | 272,276     |
| NONCURRENT ASSETS:              |  |                               |   |             |
| Fixed assets:                   |  |                               |   |             |
| 161                             | Land   | 15,737                        | -   | 15,737      |
| 162                             | Buildings  | 1,722,214                     | 13,814                                    | 1,736,028   |
| 163                             | Furniture, equipment & machinery - dwellings               | 40,318                        | -   | 40,318      |
| 164                             | Furniture, equipment & machinery - administration          | 52,706                        | -   | 52,706      |
| 165                             | Leasehold improvements                                     | 127,716                       | -   | 127,716     |
| 166                             | Accumulated depreciation                                   | (1,612,879)                   | (1,683)                                   | (1,614,562) |
| 160                             | Total fixed assets, net of accumulated depreciation        | 345,812                       | 12,131                                    | 357,943     |
| 180                             | TOTAL NONCURRENT ASSETS                                    | 345,812                       | 12,131                                    | 357,943     |
| 190                             | TOTAL ASSETS   | \$ 617,754                    | \$ 12,465                                 | \$ 630,219  |

See accompanying notes to financial statements



**STAMBAUGH HOUSING COMMISSION**

**FINANCIAL DATA SCHEDULE  
Proprietary Fund**

June 30, 2006

| <u>Line Item #</u>                       | <u>Account Description</u>                        | <u>Low Rent<br/>Public<br/>Housing</u> | <u>Public Housing<br/>Capital Fund<br/>Program</u> | <u>TOTAL</u> |
|--|---|--|--|--------------|
| <b><u>LIABILITIES AND NET ASSETS</u></b> |   |  |  |              |
| LIABILITIES:                             |   |  |  |              |
| CURRENT LIABILITIES                      |   |  |  |              |
| 312                                      | Accounts payable ≤ 90 days                        | \$ 3,353                               | \$ -   | \$ 3,353     |
| 333                                      | Accounts payable - other government               | 5,976                                  | -  | 5,976        |
| 341                                      | Tenant security deposits                          | 8,063                                  | -  | 8,063        |
| 342                                      | Deferred revenues                                 | 10                                     | -  | 10           |
| 347                                      | Interprogram due to                               | -                                      | 334  | 334          |
| 310                                      | TOTAL CURRENT LIABILITIES                         | 17,402                                 | 334  | 17,736       |
| 354                                      | Accrued compensated absences - non current        | -                                      | -  | -            |
| 350                                      | TOTAL NONCURRENT LIABILITIES                      | -                                      | -  | -            |
| 300                                      | TOTAL LIABILITIES                                 | 17,402                                 | 334  | 17,736       |
| <b><u>NET ASSETS</u></b>                 |   |  |  |              |
| 508.1                                    | Investment in capital assets, net of related debt | 345,812                                | 12,131   | 357,943      |
| 512.1                                    | Unrestricted net assets                           | 254,540                                | -  | 254,540      |
| 513                                      | TOTAL NET ASSETS                                  | 600,352                                | 12,131   | 612,483      |
| 600                                      | TOTAL LIABILITIES AND NET ASSETS                  | \$ 617,754                             | \$ 12,465  | \$ 630,219   |

See accompanying notes to financial statements



# STAMBAUGH HOUSING COMMISSION

## **FINANCIAL DATA SCHEDULE**

### **Proprietary Fund**

For the Year Ended June 30, 2006

| <u>Line Item #</u> | <u>Account Description</u>                              | <u>Low Rent<br/>Public<br/>Housing</u> | <u>Public<br/>Housing<br/>Capital Fund<br/>Program</u> | <u>TOTAL</u> |
|--------------------|---|--|--|--------------|
| <u>REVENUES</u>    |   |  |  |              |
| 703                | Net tenant rental revenue                               | \$ 106,398                             | \$ -   | \$ 106,398   |
| 704                | Tenant revenue - other                                  | 242                                    | -  | 242          |
| 705                | Total tenant revenue                                    | 106,640                                | -  | 106,640      |
| 706                | HUD PHA grants  | 43,074                                 | -  | 43,074       |
| 706.1              | Capital grants  | -                                      | 13,814   | 13,814       |
| 711                | Investment income - unrestricted                        | 6,332                                  | -  | 6,332        |
| 715                | Other revenue   | 17                                     | -  | 17           |
| 700                | TOTAL REVENUE   | 156,063                                | 13,814   | 169,877      |
| <u>EXPENSES</u>    |   |  |  |              |
| Administrative:    |   |  |  |              |
| 911                | Administrative salaries                                 | 14,934                                 | -  | 14,934       |
| 912                | Auditing fees   | 2,300                                  | -  | 2,300        |
| 915                | Employee benefit contributions- administrative          | 1,142                                  | -  | 1,142        |
| 916                | Other operating- administrative                         | 11,553                                 | -  | 11,553       |
|                    | Total Administrative                                    | 29,929                                 | -  | 29,929       |
| Tenant services:   |   |  |  |              |
| 921                | Tenant services - Salaries                              | 2,439                                  | -  | 2,439        |
| Utilities:         |   |  |  |              |
| 931                | Water   | 10,774                                 | -  | 10,774       |
| 932                | Electricity   | 12,010                                 | -  | 12,010       |
| 933                | Gas   | 24,091                                 | -  | 24,091       |
|                    | Total Utilities   | 46,875                                 | -  | 46,875       |
| Maintenance:       |   |  |  |              |
| 941                | Ordinary maintenance and operations - labor             | 15,865                                 | -  | 15,865       |
| 942                | Ordinary maintenance and operations - materials & other | 1,833                                  | -  | 1,833        |

See accompanying notes to financial statements

ANDERSON, TACKMAN  
& COMPANY, P.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS





# STAMBAUGH HOUSING COMMISSION

## FINANCIAL DATA SCHEDULE

### Proprietary Fund

For the Year Ended June 30, 2006

| Line Item #              | Account Description   | Low Rent<br>Public<br>Housing | Public<br>Housing<br>Capital Fund<br>Program | TOTAL       |
|--------------------------|---|-------------------------------|--|-------------|
| 943                      | Ordinary maintenance and operations - contract costs                | 12,675                        | -  | 12,675      |
| 945                      | Employee benefit contributions- ordinary maintenance                | 1,216                         | -  | 1,216       |
|                          | Total Maintenance   | 31,589                        | -  | 31,589      |
|                          | General expenses:   |                               |  |             |
| 961                      | Insurance premiums  | 6,958                         | -  | 6,958       |
| 963                      | Payments in lieu of taxes   | 5,976                         | -  | 5,976       |
|                          | Total General Expenses  | 12,934                        | -  | 12,934      |
| 969                      | TOTAL OPERATING EXPENSES  | 123,766                       | -  | 123,766     |
| 970                      | EXCESS OPERATING REVENUE OVER<br>OPERATING EXPENSES                 | 32,297                        | 13,814                                       | 46,111      |
| 971                      | Extraordinary maintenance   | 7,917                         | -  | 7,917       |
| 974                      | Depreciation expense  | 113,715                       | 1,683  | 115,398     |
| 900                      | TOTAL EXPENSES  | 245,398                       | 1,683  | 247,081     |
|                          | Other financing sources (uses)                                      |                               |  |             |
| 1001                     | Operating Transfers In  | -                             | -  | -           |
| 1002                     | Operating Transfers Out   | -                             | -  | -           |
| 1010                     | Total other financing sources (uses)                                | -                             | -  | -           |
| 1000                     | EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER<br>(UNDER) TOTAL EXPENSES | \$ (89,335)                   | \$ 12,131                                    | \$ (77,204) |
| MEMO account information |   |                               |  |             |
| 1103                     | Beginning equity  | \$ 638,064                    | \$ 45,123                                    | \$ 683,187  |
| 1104                     | Prior Period Adjustments, Equity Transfers                          | \$ 51,914                     | \$ (45,123)                                  | \$ 6,500    |
| 1120                     | Unit months available   | 456                           | -  | 456         |
| 1121                     | Number of unit months leased  | 451                           | -  | 451         |

See accompanying notes to financial statements



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
Stambaugh Housing Commission  
Stambaugh, Michigan

We have audited the financial statements of the business-type activities of the Stambaugh Housing Commission as of and for the year ended June 30, 2006, which collectively comprise the Stambaugh Housing Commission's basic financial statements, and have issued our report thereon dated December 28, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Stambaugh Housing Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the Stambaugh Housing Commission in a separate letter dated December 28, 2006.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Stambaugh Housing Commission's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Stambaugh Housing Commission in a separate letter dated December 28, 2006.

This report is intended solely for the information of the Board of Commissioners, management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than those specified parties.

*Anderson Tackman & Co. P.C.*

ANDERSON, TACKMAN & COMPANY, PLC  
Certified Public Accountants  
Iron Mountain, Michigan

December 28, 2006

ANDERSON, TACKMAN  
& COMPANY, P.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS





**ANDERSON, TACKMAN & COMPANY, P.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

*A Regional Firm with Offices in Michigan and Wisconsin*

Principals - Iron Mountain:

L. Robert Schaut, CPA  
David J. Johnson, CPA  
Shane M. Ellison, CPA

Member of:

Private Companies Practice Section  
American Institute of Certified  
Public Accountants

December 28, 2006

Board of Commissioners  
Stambaugh Housing Commission  
Stambaugh, Michigan

Dear Members of the Board:

In planning and performing our audit of the financial statements of the Stambaugh Housing Commission for the year ended June 30, 2006, we considered the entities internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

During our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The following summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated December 28, 2006, on the financial statements of the Stambaugh Housing Commission.

1. During the review of disbursements it was noted that statements were cancelled but not the individual invoices upon payment. It was also noted that multiple invoices from one vendor were not cancelled but were listed on an adding machine tape and the tape was cancelled.

Recommendation

The Commission should have policies and procedures in place that requires it to effectively cancel its invoices once they are paid. This could be done by either writing "Paid" or stamping "Paid" on each invoice along with the check number and date.

Stambaugh Housing Commission  
December 28, 2006  
Page Two

2. During the audit it was noted that the Commission does not have a credit card policy in place.


Recommendation

The Commission should adopt a credit card policy. The State of Michigan requires all Governmental units that utilize credit cards, to formally adopt a credit card usage policy. This policy should outline the controls over the usage of the card which should include those authorized to make purchases with the credit card.

We thank you for the opportunity to be of service. Do not hesitate to contact us if you have any questions. I found your staff to be very cooperative and a pleasure to work with.

Very truly yours,

ANDERSON, TACKMAN & COMPANY, PLC

A handwritten signature in dark ink, appearing to read "Shane M. Ellison", is written over a horizontal line.

Shane M. Ellison, CPA  
Principal